

MEMORANDUM

October 22, 2004

TO: All Mac Schools (Please forward to Mac School Contact)

FROM: Information Technology Services (ITS)

SUBJECT: **"WHEEL" CLASS CHANGES**

*** This memo is directed to those schools that have nine-week "wheel" classes ***

In order to change those classes that are part of a nine week wheel program correctly, the following procedures M U S T be followed:

- A. If all 'spokes' of the wheel are assigned the same state course code number, the school should change the teacher/room designation in Edit School Weekly. It is not necessary to change the actual students' schedules.
- B. If different course code numbers are assigned, the courses should be changed in ISIS to reflect the same course code number, if possible. The teacher/room information should be changed in Edit School Weekly. Again, it is not necessary to change the actual students' schedules.
- C. If different course code numbers are assigned and cannot be changed in ISIS, contact Support Services for assistance.

If there are any questions regarding this procedure, please call Support Services at 305-995-3705(0).